



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

5060
B 03
30 Jun 09

COMMANDER'S POLICY LETTER 2-09

From: Commander

Subj: MILITARY RETIREMENT CEREMONIES

1. Purpose. To establish policy for ceremonial support provided to retiring military personnel.
2. Policy. All retiring military personnel will be provided an opportunity to have a full honors retirement ceremony. Full honors include support from the band, a color guard, a photographer and/or videographer, and a chaplain. Full honors do not include personnel for a formation or parade. Due to the large number of military personnel who retire aboard the Base each year, some restrictions are placed on where and when full honors will be provided.
 - a. Senior Personnel. Senior personnel are those in the grades of O-6 or above, CW05, and E-9. Every effort will be made to provide a full honors retirement ceremony at the time, date, and location requested by senior personnel.
 - b. Other Personnel. All other military personnel will be provided the opportunity to retire during a Marine Corps Combat Development Command (MCCDC) Morning Colors Retirement Ceremony. MCCDC Morning Colors Retirement Ceremonies are scheduled quarterly. Dates for these ceremonies are published annually in MCB Bul 5060.
3. Action. All requests to obtain support for a senior person's retirement ceremony or to participate in a MCCDC Morning Colors Retirement Ceremony shall be submitted to the Operations Chief, G-3, MCB Quantico, at 703-784-4957. Requests must be received no later than 30 days prior to the scheduled ceremony.

A handwritten signature in black ink, appearing to read "D. J. Choike", is positioned above the printed name.

D. J. CHOIKE

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